



## FI\$Cal Role Mapping Reference Guide

*(For Use by 2016 Release Departments Only)*

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## Introduction

The FI\$Cal Role Mapping Reference Guide describes and documents the new and updated FI\$Cal end-user roles related to the new FI\$Cal business processes and technologies implemented with the FI\$Cal Project. The FI\$Cal end-user roles are organized by FI\$Cal business process area.

The business process areas are:

- Asset Management (AM)
- Accounts Payable (AP)
- Billing/Accounts Receivable (BI/AR)
- Cash Management (CM)
- Budgeting (BU)
- General Ledger (GL)
- Grants Management (GM)
- Customer Contracts (CA)
- Project Costing (PC)
- Procurement and Contracts (PO)
- Procurement Card (P-Card)

Each section provides details for each FI\$Cal end-user role related to that process area, including:

- Role Name
- Role Definition
- View Access to Other Modules
- Workflow Decisions

### Asset Management (AM) Roles

Role Name	Role Definition	View Access to Other Modules	Workflow Decisions
AM Processor	End users who add and update assets and asset data, including leased assets.	<ul style="list-style-type: none"> <li>PO</li> <li>AP</li> <li>PC</li> </ul>	
AM Manager	End users who add/adjust, transfer, retire/reinstate and depreciate assets and manage physical inventory.		
AM Approver 1	End users who approve inter-unit transfer requests through workflow.		
AM Approver 2	End users who approve two levels of approval for outgoing inter-unit transfer requests through workflow and approve the receipt of inbound inter unit transfers through workflow.		
AM Maintainer	End users who maintain asset physical information (e.g. location, Tag #, custodian, etc.) and setup and maintain Asset Class values.		
AM Confidential User	End users who maintain confidential asset information (e.g. VIN and asset class) and run reports with the confidential detail available.		

### Accounts Payable (AP) Roles

Role Name	Role Definition	View Access to Other Modules	Workflow Decisions
AP Supplier Processor	End users who create new vendors, add/modify vendor address and contact information and manage 1099 processing.	<ul style="list-style-type: none"> <li>PO</li> </ul>	
AP Processor	End users who create vouchers for the payment of invoices and manage the vouchers through budget checking, hold, and matching activities.	<ul style="list-style-type: none"> <li>PO</li> <li>GL</li> </ul>	
AP Approver 1	End users who approve vouchers for payment at the first level.	<ul style="list-style-type: none"> <li>PO</li> <li>GL</li> <li>P-Card</li> </ul>	<ul style="list-style-type: none"> <li>Cash Type</li> </ul>
AP Approver 2	End users who approve vouchers for payment at the second level.	<ul style="list-style-type: none"> <li>PO</li> <li>GL</li> <li>P-Card</li> </ul>	<ul style="list-style-type: none"> <li>Cash Type</li> </ul>
AP Ad Hoc Approver	End users who can be added to the voucher workflow as needed for approving vouchers.	<ul style="list-style-type: none"> <li>PO</li> <li>GL</li> <li>P-Card</li> </ul>	
AP Maintainer	End users who maintain department configuration items for Accounts Payable.		
AP Payment Processor	End users who run the department's Pay Cycle and manage the payments, including canceling, posting, and escheating departmental checks.	<ul style="list-style-type: none"> <li>PO</li> <li>GL</li> </ul>	

Role Name	Role Definition	View Access to Other Modules	Workflow Decisions
AP Confidential User	End users who have access to confidential accounts payable data (this is typically limited to a very small group of people).		

### Billing/Accounts Receivables (BI/AR) Roles

Role Name	Role Definition	View Access to Other Modules	Workflow Decisions
BI Processor	End users who create and maintain customers and process bills, including generating invoices and making adjustments.		
AR Item Processor	End users who create and update receivable items and manage customer interactions including dunning letters and customer conversations.		
AR Payment Processor	End users who enter deposit and payment data, including applying payments to invoices.		
BI/AR Approver	End users who review, update, and approve bills, receivable items, and deposit and payment data, including setting transactions to post.		
BI/AR Confidential User	End users who are responsible for managing confidential BI/AR transactions.		

### Cash Management (CM) Roles

Role Name	Role Definition	View Access to Other Modules	Workflow Decisions
CM Processor	End users who enter bank account transfers between department CTS accounts, manage journal entries in the Cash Management module and reconcile associated bank statements		
CM Approver	End users who approve bank account transfers between department CTS accounts.	<ul style="list-style-type: none"> <li>▪ AP</li> <li>▪ AR</li> </ul>	

### Budgeting (BU) Roles

Role Name	Role Definition	View Access to Other Modules	Workflow Decisions
BU Processor	End users who develop, enter, and adjust appropriation and/or operating budgets.	<ul style="list-style-type: none"> <li>▪ GL</li> </ul>	
BU Approver	End users who approve appropriation and/or operating budgets.	<ul style="list-style-type: none"> <li>▪ GL</li> </ul>	

### General Ledger (GL) Roles

Role Name	Role Definition	View Access to Other Modules	Workflow Decisions
GL Processor	End users who create journal entries in the Modified Accrual ledger and processes allocations	<ul style="list-style-type: none"> <li>▪ AP</li> <li>▪ PO</li> <li>▪ AR</li> </ul>	
LD Processor	End users who load and update Activity Sheets and run the Labor Distribution Process and Labor Distribution Reports.		
GL Approver 1	End users who are responsible for the first-level approval of department journals from a pooled worklist.	<ul style="list-style-type: none"> <li>▪ AP</li> <li>▪ PO</li> <li>▪ AR</li> </ul>	
GL Approver 2	End users who are responsible for the second-level approval of department journals from a pooled worklist. Contact FI\$Cal if a second level of approval is desired.	<ul style="list-style-type: none"> <li>▪ AP</li> <li>▪ PO</li> <li>▪ AR</li> </ul>	
GL Maintainer	End users who maintain all department-level configuration for Labor Distribution and maintain department COA values, including SpeedTypes and SpeedCharts.		

### Grants Management (GM) Roles

Role Name	Role Definition	View Access to Other Modules	Workflow Decisions
GM Processor	End users who create and maintain grant proposals and awards.	<ul style="list-style-type: none"> <li>▪ BI/AR</li> <li>▪ GL</li> <li>▪ BU</li> <li>▪ PC</li> <li>▪ CA</li> <li>▪ PO</li> <li>▪ AP</li> </ul>	
GM Approver	End users who submit/approve grant proposals and awards.	<ul style="list-style-type: none"> <li>▪ BI/AR</li> <li>▪ GL</li> <li>▪ BU</li> <li>▪ PC</li> <li>▪ CA</li> <li>▪ PO</li> <li>▪ AP</li> </ul>	

### Customer Contracts (CA) Roles

Role Name	Role Definition	View Access to Other Modules	Workflow Decisions
CA Processor	End users who create customer contracts.	<ul style="list-style-type: none"> <li>▪ BI/AR</li> <li>▪ PO</li> <li>▪ AP</li> <li>▪ GL</li> <li>▪ PC</li> <li>▪ GM</li> </ul>	
CA Approver	End users who activate, amend, approve, close and cancel customer contracts.	<ul style="list-style-type: none"> <li>▪ BI/AR</li> <li>▪ PO</li> <li>▪ AP</li> <li>▪ GL</li> <li>▪ PC</li> <li>▪ GM</li> </ul>	

### Project Costing (PC) Roles

Role Name	Role Definition	View Access to Other Modules	Workflow Decisions
PC Processor	End users who create and maintain projects.	<ul style="list-style-type: none"> <li>▪ PO</li> <li>▪ AP</li> <li>▪ GL</li> <li>▪ BI/AR</li> <li>▪ AM</li> <li>▪ GM</li> <li>▪ CA</li> </ul>	
PC Job Processor	End users who run batch processes for Project Costing, Customer Contracts Billing, Customer Contracts Revenue.	<ul style="list-style-type: none"> <li>▪ GM</li> <li>▪ CA</li> </ul>	
PC Maintainer	End users who maintain department configuration items for Project Costing (for example, e.g. source, category, and subcategory).	<ul style="list-style-type: none"> <li>▪ PO</li> <li>▪ AP</li> <li>▪ GL</li> <li>▪ BI/AR</li> <li>▪ GM</li> <li>▪ CA</li> </ul>	

### Procurement and Contracting (PO) Roles

Role Name	Role Definition	View Access to Other Modules	Workflow Decisions
Requisition Processor	End users who create requisitions.	<ul style="list-style-type: none"> <li>▪ GL</li> <li>▪ AP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ship To Location ID</li> <li>▪ Reporting Structure</li> <li>▪ Fund</li> <li>▪ Account</li> <li>▪ Program</li> <li>▪ Year of Enactment</li> <li>▪ Appropriation Reference</li> </ul>

Role Name	Role Definition	View Access to Other Modules	Workflow Decisions
Requisition Approver 1	End users who approve requisitions. End users assigned Requisition Approver 1 approve requisitions as a first-level review by a program approver.	<ul style="list-style-type: none"> <li>GL</li> <li>AP</li> </ul>	<ul style="list-style-type: none"> <li>Acquisition Type</li> <li>Reporting Structure</li> </ul>
Requisition Approver 2	End users who approve requisitions. End users assigned Requisition Approver 2 approve requisitions as a second-level review.	<ul style="list-style-type: none"> <li>GL</li> <li>AP</li> </ul>	<ul style="list-style-type: none"> <li>Acquisition Type</li> <li>Reporting Structure</li> </ul>
Requisition Ad Hoc Approver	End users who can be added as part of the requisition workflow for approving requisitions.	<ul style="list-style-type: none"> <li>GL</li> <li>AP</li> </ul>	
PO Buyer	End users who create purchase orders.	<ul style="list-style-type: none"> <li>GL</li> <li>AP</li> </ul>	<ul style="list-style-type: none"> <li>Ship To Location ID</li> <li>Reporting Structure</li> </ul>
PO Approver 1	End users who approve purchase orders, including contract managers. End users assigned PO Approver 1 approve POs as a first-level program approval.	<ul style="list-style-type: none"> <li>GL</li> <li>AP</li> </ul>	<ul style="list-style-type: none"> <li>Acquisition Type</li> <li>Reporting Structure</li> </ul>
PO Approver 2	End users who approve purchase orders, including contract managers. End users assigned PO Approver 2 approve POs as a second-level approval and budget/accounting review.	<ul style="list-style-type: none"> <li>GL</li> <li>AP</li> </ul>	<ul style="list-style-type: none"> <li>Acquisition Type</li> <li>Reporting Structure</li> </ul>
PO Approver 3	End users who approve purchase orders, including contract managers. End users assigned PO Approver 3 approve POs as a third-level approval (authorizing signature) for orders less than \$50,000.	<ul style="list-style-type: none"> <li>GL</li> <li>AP</li> </ul>	<ul style="list-style-type: none"> <li>Acquisition Type</li> <li>Reporting Structure</li> </ul>
PO Approver 4	End users who approve purchase orders, including contract managers. End users assigned PO Approver 4 approve POs as a third-level approval (authorizing signature) for orders greater than or equal to \$50,000.	<ul style="list-style-type: none"> <li>GL</li> <li>AP</li> </ul>	<ul style="list-style-type: none"> <li>Acquisition Type</li> <li>Reporting Structure</li> </ul>
PO Ad Hoc Approver	End users who can be added as part of the PO workflow for approving POs	<ul style="list-style-type: none"> <li>GL</li> <li>AP</li> </ul>	
PO Receiving Processor	End users who receive goods, perform inspections, return items to vendors and receive services (including acknowledgement of services received, e.g., approving invoices for services received).		
PO Confidential User	End users who have access to confidential purchasing data (typically limited to a very small group of people).		
Solicitation and Contract Buyer	End users who create, modify and post advertisements for solicitation events and/or create and modify transactional procurement contracts.	<ul style="list-style-type: none"> <li>PO</li> </ul>	



Role Name	Role Definition	View Access to Other Modules	Workflow Decisions
Solicitation Approver	End users who approve solicitations.	▪ PO	▪ Acquisition Type
Solicitation Ad Hoc Approver	End users who can be added as an approver as needed for approving solicitation events	▪ PO	
Contract Approver	End users who approve procurement contracts at the first-level.	▪ PO	▪ Acquisition Type
Contract Approver 2	End users who approve procurement contracts at the second-level. Intended for a budget reviewer/ approver.	▪ PO	▪ Acquisition Type
Contract Approver 3	End users who approve procurement contracts at the third-level for contract amounts less than \$50,000.	▪ PO	▪ Acquisition Type
Contract Approver 4	End users who approve procurement contracts at the third-level for contract amounts equal to or greater than \$50,000.	▪ PO	▪ Acquisition Type
Contract Ad Hoc Approver	End users who can be added to the contract workflow as needed for approving contracts.	▪ PO	

### Procurement Card (P-Card) Roles

Role Name	Role Definition	View Access to Other Modules	Workflow Decisions
P-Card Reconciler	End users who reconcile P-Card transactions for themselves and others in the department, update distributions (individuals and card proxies) and enter procurement data such as UNSPSC, Acquisition type and recycle information.		
P-Card Approver	End users who approve P-Card transactions.		
P-Card Maintainer	End users who manage P-Card administration activities, including assigning and removing P-Cards, and managing proxies.		